

## **CHECKLIST FOR FY 04 ACTEDS LIBRARIAN DEVELOPMENTAL ASSIGNMENT**

**IMMEDIATELY UPON YOUR SELECTION FOR ACTEDS TRAINING,** take the following actions and complete the forms listed below. Send completed forms the Army Library Program (ALP) office via e-mail, fax or mail.

1. \_\_\_\_\_ Complete the **ACTEDS TDY Cost Estimate Worksheet**. It is available with other FY 03 ACTEDS forms at <http://www.libraries.army.mil>. Send to ALP office.
2. \_\_\_\_\_ Complete the **tuition/registration form** for the training for which you are selected. You may elect to pay the tuition/registration fee and be reimbursed on your travel voucher or you may ask that HQDA pre-pay the tuition/registration fee. Discuss with this office the payment option you prefer BEFORE you pay any fees. Send a copy of the completed registration to the ALP office in either case.
3. \_\_\_\_\_ Prepare a draft **Request for Training (DD1556-1)** using the **DD1556-1 instructions** available with other FY 03 ACTEDS forms at <http://www.libraries.army.mil>. This form will be used if HQDA pre-pays the registration/tuition. Submit via e-mail attachment as soon as possible to the ALP office for finalization.
4. \_\_\_\_\_ Make **travel and lodging reservations**. Airline reservations must be made through your local official travel office for reimbursement.
5. \_\_\_\_\_ Prepare a draft **Request for TDY Travel Orders (DD1610)** using the **DD1610 instructions** and information from the **TDY Cost Estimate Worksheet** available with other FY 03 ACTEDS forms at <http://www.libraries.army.mil>. Submit the worksheet **AND** DD1610 via e-mail attachment to the ALP office as soon as possible.

**WITHIN 5 DAYS AFTER COMPLETION OF TRAINING,** you are required to:

6. \_\_\_\_\_ Submit your **travel claim (DD Form 1351-2)** with **receipts to the CIO/G-6 office** within five (5) days after return from travel. Your supervisor must review and sign Block 21 of DD 1351-2 prior to submission.

Army CIO/G-6 Human Capital Management (ATTN: Kimberly Crandall), 107  
Army Pentagon, Washington, DC 20310-0107 [fax 703-604-2963].

The CIO/G-6 Office will sign and return the DD Form 1351-2 to you.

7. \_\_\_\_\_ Submit your **signed travel claim form with receipts immediately upon receiving** it from the CIO/G-6 Office to:

Defense and Accounting Services (DFAS-IN)  
Travel Pay Division, Department 3700  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249-3700

fax: 317-510-6213 or 4143

## CHECKLIST - Continued

Submission must include original DD1610 Request & Authorization for TDY Travel of DoD Personnel and all amendments, original DD1351-2 Travel Voucher or Subvoucher, and all receipts.

8. \_\_\_\_\_ Send a copy of your **DD 1556-1 (as appropriate)** signed **in block 36** by instructor, course vendor, conference sponsor or yourself verifying completion of training to the ALP office.

9. \_\_\_\_\_ Complete the **FY 03 ACTEDS Training Assessment** form and send to the ALP office. It is available with other FY 03 ACTEDS forms at <http://www.libraries.army.mil>

### **AS SOON AS POSSIBLE** you are required to:

10. \_\_\_\_\_ Submit a copy of the **DFAS final travel voucher** upon receipt from DFAS to these two offices:

a. Office, Deputy Chief of Staff, G-1 for Civilian Personnel Policy, ATTN: DAPE-CP-PSR, Room 448, Hoffman I Building, 2461 Eisenhower Avenue, Alexandria, VA 22331-0300. Fax 703-325-6523.

b. Office of the Army Librarian, ATTN: DAPE-PT-LM, 300 Army Pentagon, Washington, DC 20310-0300, Fax 703-695-6988.

11. \_\_\_\_\_ Submit a copy of your **travel receipt/itinerary** showing airfare (send with final settlement voucher) to the Office of the Army Librarian.